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Government of Kerala
കേരള സർക്കാർ
2013



Regn. No. KERBIL/2012/45073
dated 5-9-2012 with RNI

Reg. No. രജി. നമ്പർ
KL/TV(N)/634/2012-14

KERALA GAZETTE കേരള ഗസറ്റ്

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	തിരുവനന്തപുരം, ചൊവ്വ	28th Jyaishta 1935	നമ്പർ	
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PART IV Private Advertisements and Miscellaneous Notifications

INSURANCE MEDICAL SERVICES DEPARTMENT

NOTIFICATION

No. B5-15795/2012/D.I.M.S.

25th May 2013.

In exercise of the powers conferred by Section 3 of the Kerala State Right to Service Act, 2012 (18 of 2012) Insurance Medical Services Department hereby notify the services in this department that will be rendered to public and the details of designated officers, stipulated time limit, the first appellate authority and the second appellate authority in respect of this department as specified below in the schedule:—

SCHEDULE SHOWING THE DETAILS OF SERVICES TO BE NOTIFIED UNDER SECTION 3 OF
THE KERALA STATE RIGHT TO SERVICES ACT, 2012

<i>Sl. No.</i>	<i>Name of Service/ Activity</i>	<i>Documents to be attached</i>	<i>Time Limit in days</i>	<i>Designated Officer</i>	<i>1st Appellate Authority</i>	<i>II nd Appellate Authority</i>
(1)	(2)	(3)	(4)	(5)	(6)	(7)
Dispensary Level Services						
1	Treatment of beneficiaries	ESI Card	1 day	Medical Officer	Regional Deputy Director	Joint Director
2	Issue of Certificate of Sickness/Certificate of maternity	ESI Card	1 day	Medical Officer	Regional Deputy Director	Joint Director
3	Issue of Injury Report	ESI Card				
		* Accident report from the employer	1 day	Medical Officer	Regional Deputy Director	Joint Director
4	Issue of reference for speciality/super speciality treatment in empanelled centres	ESI Card	1 day	Medical Officer	Regional Deputy Director	Joint Director
		* Entitlement Certificate from Branch Office,				
		* Passport size photograph,				
		* Copy of Ration Card.				
5	Submission of MR Claims exceeding ₹ 1,000 to Regional Deputy Director/DIMS	* Prescription * Cash vouchers * Essentiality Certificate * Entitlement Certificate from Branch Office * Emergency Certificate	30 days	Medical Officer	Regional Deputy Director	Joint Director

(1)	(2)	(3)	(4)	(5)	(6)	(7)
Hospital Level Services						
6	Treatment of beneficiaries	ESI Card	1 day	Hospital Superintendent	Regional Deputy Director	Joint Director
7	Issue of Discharge Certificate	..	1 day	Hospital Superintendent	Regional Deputy Director	Joint Director
8	Issue of reference to empanelled Centres	As in Sl. No. 4+Reference letter from the Dispensary Medical Officer	1 day	Hospital Superintendent	Regional Deputy Director	Joint Director
Regional Deputy Director Level Services						
9	Sanction of MRC & Submission to State Medical Commissioner	As in Serial No. 5	60	Hospital Superintendent	Regional Deputy Director	Joint Director
Directorate Level Services						
10	Sanction of MRC & Submission to State Medical Commissioner	As in Serial No. 5 & 9	60	MR Section Superintendent	Joint Director	Director

Directorate of Insurance Medical Services,
Thiruvananthapuram.

(Sd.)
Director of Insurance Medical Services.